



THE DIVE INSTRUCTOR

for use with Electronic Case Filing



*Anticipated
LIVE DIVE DATE:*

November 12, 2003

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Welcome to the first edition of the DIVE INSTRUCTOR. We hope it will help to make your initial Dive into Electronic Case Filing (CM/ECF) a great one!

Have Questions? Need Help?

**Tallahassee, Gainesville & Panama
City Divisions**

Pensacola Division

LISA DAVIS: (888) 765-1752

KATHY CONN: (888) 765-1751

E-mail Help: CMECF_helpdesk@flnb.uscourts.gov

Additional Web Sites that you may find helpful:

Florida Northern Bankruptcy Court: <http://www.flnb.uscourts.gov>

Florida Northern Bankruptcy Court ECF Training: <http://ecf-train.flnb.uscourts.gov>

Pacer Service Center: <http://pacer.psc.uscourts.gov>

Federal Courts Site: <http://www.uscourts.gov>

Need to Set-Up a Training Date?

**Contact Judy Miller at:
850-942-8944 or judy_miller@flnb.uscourts.gov**

STAYING IN TOUCH**Making Associations**

When initially filing a pleading or paper for entry onto the official case docket, you may be prompted with the screen below. Be sure to check the box and make this association in the case so that you will automatically receive e-mail notification from that point forward. Once this association is made, you will not see it the next time you file in that case.

File a Motion:[03-40013-LMK William Blevins](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Long Beach Mortgage, (cr:cr) represented by Training, Attorney (aty)

**Party Addresses and Information**

At some point along the way, you will need to add or select a party you are representing in a case and will be presented with the PARTY information screen. You got to this screen either because you did a search and your party did not show up in the database OR you completed a search and selected your party from the pick list.

IF you did not find your party in the database and are adding them for the first time, then:

- Key in all the pertinent address information for the party and always make sure to select the role type.
- Please note that while there are fields for an e-mail address and ss#, you do not need to complete them.

IF you did find your party in the database and are just selecting the role type, then:

- Select the role type and submit it.
- If the address information for your party has changed, you can enter the new information and submit it; but that change will only occur in that case. The “master” record for this party will not change.
- The “master” party record can only be changed by the Clerk’s Office and an appropriate filing requesting such would need to be provided to the Court before any change can be made.

E-Mail Notification

If you wish to receive e-mail notifications in a case even though you are not a party or are just filing a claim, the following are two options available under CM/ECF:

Option 1 – File a notice of appearance. This adds you to the official list of parties for the case.

Option 2 – Go to the UTILITIES screen – Maintain ECF Account – E-mail Information – and check the box to send notices in additional cases and add the case numbers you want e-mail for. Once submitted, you will get e-mail for those cases until you remove them.

DIVE DOCUMENTS**Orders**

All proposed Orders will need to be submitted as an attachment to an e-mail in word processing format. Depending on the office in which the case is filed, you will need to use one of the following addresses:

TLH_Orders@flnb.uscourts.gov or **PNS_Orders@flnb.uscourts.gov**

Along with the proposed Order, you will need to attach an *Order Submission Form* which will serve as a replacement for the cover letters that you are currently providing. On it you will also be able to note consent and agreement related information.

For more detailed information regarding the process, see Section II. E. of the DRAFT CM/ECF Administrative Procedures on our website where you will also find a copy of the new *Order Submission Form*.

Certificate of Service Language

When creating a document for filing, the official notice of electronic filing from the CM/ECF system will not be handy to determine who will receive e-mail notification and who will need to be served by regular mail. This creates confusion in typing up the certificate of service given that the pleading has already been converted to PDF for filing with the Court. To help resolve this problem, we suggest typing generic, comprehensive service language on the pleading that notes something like this: "The following parties were served either by electronic or standard first class mail:" and then show the parties to whom service was rendered.

**Case Numbers**

Upon conversion to CM/ECF, the first digit in our numbering system for all newly filed post conversion cases will change. This will not impact any pre-conversion cases and their assigned numbers will remain the same. Following will be the new numbering system:

BK Case Number for GVL :	03-10001	BK Case Number for PNS :	03-30001
AP Case Number for GVL :	03-01001	AP Case Number for PNS :	03-03001
BK Case Number for TLH :	03-40001	BK Case Number for PCY :	03-50001
AP Case Number for TLH :	03-04001	AP Case Number for PCY :	03-05001

Hearings

Hearings will be set on a regular basis by the Court following an internal review of the docket activity report. In a change from current practice, all notices of hearing will be prepared and sent by the Bankruptcy Noticing Center (BNC). If an emergency or expedited hearing is being requested, notify **Martie Kantor at 850-942-8943** or **martie_kantor@flnb.uscourts.gov** and note it as such when creating the docket text at the time of filing.

DIVE PROCEDURES**DRAFT Standing Order**

This is the document that will be entered to enable and set the basic parameters for electronic filing within the District. A copy of the DRAFT Order is posted on our website for review.

DRAFT Admin. Procedures for Filing and Signing Pleadings by Electronic Means

This is a companion document to the DRAFT Standing Order and provides a more detailed outline of the processes and procedures that will be used with electronic filing. It includes such topic areas as service, signatures, and orders. A copy is posted on our website for review.

Training Database

As of July 31, approximately 60% to 70% of the regular filers and their staff have been trained on the system and have access to the training database. In checking the daily activity records, post training use of the system by external users still looks to be minimal. While we are still a few months away from actual conversion, we encourage all offices to take the time to practice and train on the system. This is especially suggested for debtors' attorneys who may want to confirm how their petition software will or will not work with the system. Hopefully, the TEST days discussed below will spur some additional training to occur and provide some helpful insights on how this is all going to work come November.

Test Days

TEST DAYS are for the mutual benefit of both the external bar user and the internal court user. External users can make these days a success by filing items as requested for that specific test day. Internally, the court will track what is filed in order to test processes and to make sure the events work as they should for the court and the bar. This will be especially true for the hearing and order test days. Listed below are the test days that are presently set-up and the types of matters to be tested. We will send reminders out to you as each date approaches.

August 29 - New case and adversary filings

September 19 - Motions and hearings

September 26 – Orders

October 10 - All types of cases, motions, hearings and orders

